

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6860	Effective Date: August 26, 1997 <u>August 20, 2000</u>	Index Reference: Recall Lists	Regulation Number: 3.1209
Issuing Bureau: Human Resource Services	Rule Reference: Civil Service Commission Rules 3-1.6, 3-2.7, 3-3.1 through 3-3.4, 3-5.6, 3-5.7 <u>2-4, 3-2.3, 3-2.4, 3-5.6,</u>		Replaces: <u>Reg. 3.12</u> (July 3, 1997 <u>CS-6860,</u> <u>August 26, 1997</u>)
Subject: ESTABLISHMENT, MAINTENANCE, AND DURATION OF RECALL LISTS <u>FOR</u> <u>NONEXCLUSIVELY REPRESENTED EMPLOYEES</u>			

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1. PURPOSE

This regulation provides information and standards relative to the placement of names onto recall lists, removal of names from recall lists, and duration of recall lists for Nonexclusively Represented Employees (NERES).

AUTHORITY:

The Michigan Constitution of 1963, Article 11, Section 5, states in part:

The commission shall . . . make rules and regulations covering all personnel transactions and regulate all conditions of employment in the classified service. No person shall be appointed to or promoted in the classified service who has not been certified by the commission as qualified for such appointment or promotion.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

A. 2-4 Limited Term Appointment; Employment Preference.

2-4.1 Application and Protection. —

(a) Application. Unless otherwise provided in an approved departmental layoff plan, an employee can apply employment preference only within the employee's current principal department or autonomous entity. However, an employee cannot apply preference against a position or classification that is protected from the application of employment preference.

(b) ~~No employment preference or recall~~Limited-term appointments. An employee shall is not be eligible to exercise employment preference or to be placed on a recall list at the end of a limited-term appointment, unless the employee meets one of the following criteria.

(1) An employee with status gained from an indefinite appointment to a permanent position who transfers or accepts a limited-term appointment may exercise employment preference at the end of the limited-term appointment. Employment preference begins at the last classification level at which the employee achieved status in an indefinite appointment before accepting the limited-term appointment. Employment preference may be exercised only within the principal department or autonomous agency that appointed the employee to the limited-term appointment.

(2) A person who is recalled on a limited-term basis is not eligible to exercise employment preference at the end of the limited-term appointment, but shall be returned to all recall lists for which the employee is eligible.

(c) Protected positions. An employee occupying a protected position cannot be displaced from the employee's current position by another employee exercising employment preference. An employee in a protected position does not lose the right to apply employment preference to an unprotected position if the employee's protected position is abolished. The following positions are protected positions:

- (1) All positions in senior executive service (SES) classifications, including positions in SES-eligible classifications.
- (2) All positions in ECP Group 4 classifications.
- (3) All positions in senior executive management assistant service (SEMAS) classifications.
- (4) Any other position designated as protected in any other civil service rule or regulation.

B. 3-3.23-2.3 Recall List. $\frac{3}{4}$ Placement on recall list. An employee is eligible to be placed on a recall list only if the employee (1) gained status from an indefinite appointment to a permanent classified position, and (2) is laid off, demoted, or otherwise displaced for reasons of administrative efficiency. A person is eligible to be recalled in accord with regulations in effect at the time of the recall. ~~No recall~~

Recall lists are not created or maintained for classes or positions classifications that are protected from the application of employment preference in rule 2-192-4 or applicable regulations.

C. 3-2.4 Removal from Recall Lists ~~3/4~~ *The department of civil service may remove a person from a recall list for any of the following reasons:*

- a) Appointment.*
- b) Failure to respond to an inquiry regarding possible employment.*
- c) An indication of lack of interest in an employment opportunity.*
- d) Failure to accept employment.*
- e) Separation or retirement from state service.*
- f) Evidence that the person is unable to perform satisfactorily, with or without reasonable accommodations, the essential duties of the job.*
- g) Evidence of conduct that indicates that the person is unfit or unsuitable for appointment.*
- h) Conduct that violates rule 3-1.5, Integrity of Process.*
- i) Expiration of recall rights.*

~~3-2.7 Integrity of Process. 3/4 An applicant shall comply with the established procedures and processes to be considered for examination or appointment.~~

~~(a) Prohibited Practices. During the application, examination, or appointment process, an applicant shall not do any of the following:~~

- ~~(1) Make any false statements or omissions of a material fact.~~
- ~~(2) Misrepresent education or experience.~~
- ~~(3) Engage in deception or fraud.~~
- ~~(4) Cheat.~~
- ~~(5) Compromise the integrity of the examination process.~~

~~(b) Sanctions. If the department of civil service finds that an applicant has engaged in any prohibited act, the department may do any of the following:~~

- ~~(1) Cancel or limit the applicant's eligibility for state employment.~~
- ~~(2) Require the separation of the applicant from state employment.~~
- ~~(3) Impose any other or additional sanction that is appropriate.~~

~~3-3.1 Employment Lists. 3/4 The department of civil service shall establish and maintain employment lists. The department may divide employment lists by geographic area, organizational unit, occupational specialty, type of appointment, or other criteria. The state personnel director shall issue regulations for the duration and use of employment lists. A person's eligibility to remain on an employment list or to be referred for a position shall be determined under the civil service rules and regulations in effect at the time the department of civil service refers names of qualified candidates to an appointing authority.~~

~~3.3-4 Relation to Collective Bargaining. 3/4 An appointing authority shall make all appointments in accord with these rules and regulations of the department of civil service, unless a provision in a collective bargaining agreement regarding reassignment, transfer, layoff, or recall permitted by rule 6-9.10 provides otherwise.~~

D. 3-5.6 Status. ~~3/4~~ An employee who has been appraised, qualified, examined, certified, properly appointed on an indefinite or limited-term basis, and who has satisfactorily completed the probationary period ~~shall have~~ has status ~~so long as while the employee remains continuously employed in the classified service.~~ An employee who has achieved status and ~~who~~ later accepts an appointment to a position at a different classification level continues to ~~shall have~~ status at the former classification level while the employee remains continuously employed in the classified service.

3. DEFINITIONS

A. Civil Service Commission Rule Definitions:

- 1. Employment List Applicant Pool** — ~~means a list of persons group of applicants whom the Department of Civil Service has determined to be qualified for appointment to a position in the classified service. A recall list is an employment list.~~
- 2. Appointing Authority** — ~~means each of the following: (1a) a single executive heading a principal department, (2b) the a chief executive officer of each principal department headed by a board or commission, or (3c) the a person designated by either of the preceding as being responsible for administering the personnel functions of the department, board, or commission, or agency of convenience.~~
- 3. Candidate Pool** — **means qualified persons considered for a position.**
- 4. Career Appointment** — **means an appointment to a classified position that is expected to last the equivalent of 90 full-time workdays or more. A career appointment may be an indefinite appointment or a limited-term appointment.**
- 5. Classification** — **means a group of positions whose assigned duties and responsibilities are sufficiently alike to warrant assigning the same classification title and requiring the same qualifications. [HRMN Reference Note: classification is represented in the HRMN as position title.]**
- 6. Classification Level** — **means the placement of a classification within a series based on the duties and responsibilities of the position. [HRMN Reference Note: classification level is represented in the HRMN by position title and grade number.]**

~~**Classification Series** is a series of related classifications with similar but progressively more responsible job duties that include entry-level worker through specialist or supervisory/managerial-level classifications.~~

7. **Employee** — means a classified employee of the State of Michigan over which the Civil Service Commission has jurisdiction under the constitution.

8. ~~**Employment-Type**~~ **Employee Status Code** — ~~is a single-character code that describes the type of employment desired by the candidates appearing on an employment list~~ means the status assigned to an employee for the purposes of determining pay and benefits.

There are six codes:

~~**F-AA**~~ = Full-Time

~~**L-AD**~~ = Limited-Term

~~**I-AC**~~ = Intermittent

~~**H-AB**~~ = HourlyPart-time

~~**S-AE**~~ = Seasonal

~~**N-AQ**~~ = Non-career

9. **Frozen** — means a classification or a position to which an appointing authority is prohibited from making an appointment without prior review and approval of the Department of Civil Service.

10. **Grade** — means classification level. [HRMN Reference Note: In the compensation schedules, a grade assignment is associated with the salary range assigned to a specific classification level.]

11. **Indefinite Appointment** — means a career appointment with no fixed ending date at the time of appointment.

12. **Job Title** — is a HRMN term that represents class series.

13. **Limited-Recognition Organization** — means a labor organization recognized by the state personnel director to represent employees in nonexclusively represented positions.

14. **Limited-Term Appointment** — means a career appointment that has a fixed ending date at the time of appointment.

~~**List-Type Code** is a single-character code that establishes the priority of referred names on a certified employment list. There are three codes:~~

~~— List Type 2 = Departmental Recall List — List Type 3 = Statewide Recall List~~

~~— List Type 8 = Standard Employment List~~

15. Noncareer Appointment — means an appointment to a classified position that is expected to last less than the equivalent of 90 full-time {Ref. Commission Meeting July 2000} workdays in a calendar year.

16. Nonexclusively Represented Position — means (1) an excluded position or (2) an eligible position in a unit that has not elected an exclusive representative.

17. Position — means a classified job identified by its respective duties and responsibilities.

18. Position Title — is a HRMN term that represents classification.

19. Recall List — ~~means an employment~~ a list of persons who have been laid off, demoted, or otherwise displaced for reasons of administrative efficiency, including, for example, lack of work, lack of adequate funding, change in mission, or reorganization of the work force. There are two types of recall lists: departmental and statewide.

20. Total Continuous Service — means the number of paid hours of creditable time compiled during a current employment period. Total continuous service includes creditable time but does not include noncreditable time.

B. Additional Definition(s) as used in this Regulation:

1. Reduction in Force (RIF) — means an action taken by an appointing authority to lay off, demote, or otherwise displace an employee for reasons of administrative efficiency, including, for example, lack of work, lack of adequate funding, change in mission, or reorganization of the work force.

4. INFORMATION:

A. Recall lists are composed of the names of all employees who have been laid off, demoted, or otherwise displaced from state classified service. All recall lists are established and maintained by the department or appointing authority from which the displacement occurs. The department or autonomous entity is responsible for creating and maintaining recall records for their employees affected by the Reduction-In-Force (RIF). In the event of an appeal, the department or appointing authority from which the displacement occurred autonomous entity that implemented the RIF is responsible for defending its actions under this regulation.

B. It is the responsibility of the employee to notify the department or autonomous entity that implemented the RIF of name or address changes. An employee may update this information using the HRMN website or by contacting their Human Resources Office.

- C. An employee may update recall records, including changes to location or employment status availability, by submitting written notification to the department or autonomous entity from which the RIF occurred.

RECALL LISTS

5. STANDARDS:

1. A. Departmental Recall ListsEMPLOYEE ELIGIBILITY FOR RECALL

1. An employee who has gained status from an indefinite appointment to a permanent classified position who is laid off, demoted, or otherwise displaced for reasons of administrative efficiency due to a reduction in force (RIF) is eligible to be placed on departmental—the recall lists for the classification and class series at and below the classification level at which the employee was serving at the time of the RIF. In addition, an employee is eligible to be placed on departmental—the recall lists at a classification or for the class series at and below the classification level in which the employee has previously served and satisfactorily completed at least 1,040 hours of serviceattained status. —Departmental lists are referred only to the department or autonomous entity which took the RIF action. Eligibles are ranked by total continuous service hours with selection limited to the top available name.
2. Departmental recall lists are referredEmployees have departmental recall rights —only to the department or autonomous entity that took—implemented the RIF action. Eligibles—Employees are ranked by total continuous service hours with selection limited to the top available name—most senior employee.
3. Employees have statewide recall rights to other departments or autonomous entities. Recall lists are referred to all agencies. —Eligibles—Employees are not ranked, and selection may be made from among any available names.

Statewide Recall Lists. — An employee who has gained status from an indefinite appointment to a permanent classified position who is laid off, demoted, or otherwise displaced for reasons of administrative efficiency due to a RIF is eligible to be placed on statewide recall lists for the classification and class series at and below the level at which the employee was serving at the time of RIF. In addition, an employee is eligible to be placed on statewide recall lists at a classification or class series at and below the level in which the employee has previously served and satisfactorily completed at least 1,040 hours of service. Statewide recall lists are referred to all agencies. Eligibles are not ranked, and selection may be made from among any available names.

STANDARDS FOR PLACEMENT OF NAMES ON RECALL LISTS:

B. EMPLOYEE RIGHTS FOR PLACEMENT ON RECALL LISTS. Employee Rights for Placement on Recall Lists.

- 1.** Names will be placed on ~~departmental and statewide~~ the recall lists for the class series at the same and lower classification levels in the classification or class series in which the employee served at the time of the RIF, provided the classification is not covered by a bargaining unit contract.
- 2.** Names will be placed on additional ~~departmental and statewide~~ recall lists for the class series at a the same and lower classification levels in a class series classification or class series at and below the level in which the employee has previously served and attained status completed at least 1,040 hours of satisfactory service provided the classification is not covered by a bargaining unit contract. The following criteria will be used in making determinations of eligibility:
- 3.** Determinations for placement on recall lists will be based on the following criteria:
 - a.** If displaced to a position in a different classification at the same classification level, pay rate, and county, placement is limited to the classification class series of layoff for the county of layoff only. (See Attachment A, Example 4.) The employee will have recall rights only to the classification level at which the employee served at the time of the RIF.
 - b.** If displaced to a position at in the same classification and classification level, different county, placement is limited to all classifications class series at the classification level for which the employee has satisfactorily completed 1,040 hours of service, attained status, county of layoff only. (See Attachment A, Example 2.)
 - b.c.** If displaced to a position at a lower classification level, placement on additional ~~departmental and statewide~~ recall lists is dependent upon the location and pay rate of the position to which bumped. Placement is limited to classifications the class series equal to at or below the level of the classification from which displaced and equal to at or above the classification level of the position to which bumped. (See Attachment A, Examples 1 and 3.)
 - d.** If laid off, placement on recall lists for nonexclusively represented classifications will include all counties of interest.

4. Note: When class clusters are included in an approved departmental layoff plan under ~~"Developing a Departmental Layoff Plan,"~~, an employees will be eligible for placement on the recall list at for the classifications class series identified within the class cluster(s) at or below the employee's current classification level. ~~Note:~~ Departmental class clusters cannot can only be utilized ~~for statewide recall lists~~ within the department or autonomous entity ~~who that~~ implemented the RIF.

5. Employees shall be placed ~~All placements on the~~ recall lists ~~shall be for the~~ county and employee status at the time of the in which employed when the RIF ~~action occurred.~~ If laid off, placement on recall lists for nonexclusively represented classifications will include all counties of interest. Exceptions occur under the following circumstances:

a. If the employee does not have status gained from an indefinite appointment in the layoff classification, placement will be on the ~~departmental and statewide recall lists for the classification class~~ series at the same and lower classification levels and county in which the employee last attained status, satisfactorily completed ~~1,040 hours of service in an indefinite appointment,~~ provided the classification is ~~at the same or lower level and is not covered by a~~ collective bargaining unit contract agreement.

a.

~~a. Employees having status gained from a limited term appointment will not be placed on recall lists for that classification at the end of the limited term appointment.~~

a.b. Employees having status gained from an indefinite appointment who lateral job change transfer or who are promoted on a limited-term basis are eligible at the end of the limited-term appointment for placement on the ~~departmental and statewide recall lists for the~~ class series at the same and lower classification levels for the ~~classification and county of the indefinite appointment,~~ provided the classification is not covered by a collective bargaining unit contract agreement.

a.c. ~~Departmental and statewide R~~recall lists are not maintained for (a) Equitable Classification Plan Group Four classifications, including the Senior Executive Service (SES), (2) the Senior Executive Management Assistant Service classifications, (b) the Senior Executive Management Assistant Service classifications (SEMAS), (3c) State Transitional Manager classifications, (d) State Transitional Professional classifications, (e) Departmental Trainee

classifications, (f) State Transitional Business and Administrative Technician classifications, (g) noncareer (e.g., Student Assistant) classifications, (h) restricted-frozen classifications, and (i) any other position classification designated as protected in any other Civil Service rule or regulation.

a.d. Employees in pay protection status from positions in Group Four, 4 Senior Executive Service (SES), or the Senior Executive Management Assistant Service (SEMAS) shall not be eligible to be on any statewide recall lists but shall be eligible for departmental recall lists will have recall rights only to the department or autonomous entity that implemented the RIF.

a.e. Employees displaced from the State Transitional Manager, State Transitional Professional, or State Transitional Business and Administrative Technician classifications will be placed on the recall list for the appropriate manager, professional, or technician class series at the same or lower classification levels in accordance with Civil Service Regulation 2.01, "Implementing a Reduction in Force for Nonexclusively Represented Employees."

a.

a.f. Employees displaced from the Professional Trainee or a Departmental Trainee classification will be placed on the departmental and statewide recall lists for the appropriate professional class series at the same or lower classification levels for the corresponding specific professional classification as follows:

a.(1) Employees who have satisfactorily completed two (2) years (4,160 hours) of satisfactory service will be placed on the departmental and statewide have recall lists rights at the journey (P11) experienced classification and lower levels and below for in the professional classification series of layoff.

(2) Employees who have satisfactorily completed at least one (1) year (2,080 hours) of satisfactory service, but less than two (2) years (4,160 hours), will be placed on the departmental and statewide have recall lists rights at the intermediate classification level (10) and lower levels in the professional below for the classification series of layoff.

(2) Employees who have satisfactorily completed six months (1,040 hours) of satisfactory service, but less than one year (2,080 hours), will be placed on the departmental and statewide recall lists at the entry-level of the professional classification series of layoff.

~~(4) Employees who have not completed six months (1,040 hours) of satisfactory service in the Departmental or Professional Trainee position are not eligible for placement on any recall lists in the classification series. Their names will be returned to the first band of the standard employment list for the Departmental Trainee or the corresponding, specific, professional entry level classification.~~

~~g. Employees displaced from a frozen position in a restricted classification will be placed on the departmental and statewide recall lists for the properly allocated classification appropriate class series of the position. Employees will have recall rights, at and below the classification level or equivalent level of the restriction frozen position.~~

~~a.h. If a reallocation reclassification request is retroactively approved for a position from which the incumbent employee was previously had been displaced due to a reduction in force RIF, the employee's name shall be placed on the departmental and statewide recall lists for the classification class series at the level for which the reallocation reclassification was approved. The employee would have recall rights to the approved classification level and below.~~

~~i. Employees who resign and waive future employment with the State will not be eligible for recall lists.~~

~~6. Employees' names will be placed on departmental recall lists according to the employees' continuous service hours at the time of layoff or displacement. If an employee is subject to a subsequent RIF action, continuous service hours will be updated on the departmental recall lists for the class series in which the employee served when the second RIF occurred at the same and lower classification level equal to and below the level of the position held when the second RIF action occurred, to reflect continuous service hours at the time of the subsequent RIF action. The employee will have recall rights to the same and lower classification levels of the position held when the second RIF occurred.~~

~~(a) For employees who accept displacement on a limited-term basis or who are recalled to a limited-term appointment, continuous service hours will not be updated on recall lists at the end of the limited-term appointment.~~

~~Departmental recall lists are referred only to the department or autonomous entity that took the RIF action. Eligibles are ranked by total continuous service hours with selection limited to the top available name.~~

Recall lists are referred to all agencies. Eligibles are not ranked, and selection may be made from among any available names.

3C. STANDARDS FOR REMOVAL OF NAMES FROM RECALL LISTS:

1. ~~Employees' Names~~ will be removed from recall lists because of appointment or noninterest (as evidenced by failure to respond to an inquiry regarding possible employment, an indication of lack of interest in an employment opportunity, or failure to accept employment) in accordance with the following guidelines for any of the reasons specified in Civil Service Rule 3-2.4, and in accordance with the following guidelines: (See Attachment B for examples.)-

a. The employee's name will be removed from all recall lists because of ~~noninterest~~ lack of interest in, or return to, full-time indefinite employment in the county of the original RIF ~~action~~, in the same classification and classification level of layoff, or in any classification having a higher classification level and pay rate.

b. The employee's name will be removed from all recall lists if the employee was displaced from a position having a less than full-time work schedule and is returned to employment in the same or full-time work schedule, in the same classification and classification level, and county of the original RIF.

c. The employee's name will be removed from all recall lists because of ~~noninterest~~ lack of interest in, or return to full-time, indefinite employment in a different classification at the same pay rate, classification level, and county of the original RIF action, ~~except for~~ EXCEPT FOR the ~~departmental and statewide~~ recall lists for the ~~classification~~ class series, at the same classification level, and county of the original RIF ~~action~~.

d. The employee's name will be removed from all recall lists because of ~~noninterest~~ lack of interest in, or return to full-time, indefinite employment in a classification at the same pay rate and classification level, different county, as the original RIF ~~action~~, ~~except for~~ EXCEPT FOR ~~departmental and statewide~~ the recall lists for the class series at the same level classification level for the ~~and~~ county of the original RIF ~~action~~.

e. If the employee returns to employment or indicates ~~noninterest~~ lack of interest in a classification at a lower classification level than the classification of layoff, in the county of layoff, the employee's name

will be removed from all recall lists for all class series at the same and lower classification levels. If the employment opportunity was in a different county than the county of layoff, the employee would remain eligible for ~~departmental and statewide~~ the recall lists for classifications at that the classification level for the county of layoff only, and removed from all lower- classification levels ~~classifications~~.

- f. The employee's name will be removed from all recall lists for classifications having a maximum pay rate equal to or below the maximum pay rate of the classification to which any return to full-time, indefinite employment occurs, except as otherwise stipulated in these standards.

~~NOTE: For entry through journey level professional classifications, the maximum pay rate of the 10-level classifications will be used to determine removal actions. Additionally, if the employee is returned to a different classification series than the classification from which layoff occurred, the employee's name may remain on the departmental and statewide recall lists for the classification series of layoff.~~

- g. The employee's name will be removed from all recall lists because of departure on a waived rights leave of absence.
- h. The employee's name will be removed from recall lists because of expiration of recall list records ~~and for any of the other reasons specified in Section 3-3.3, of the Michigan Civil Service Commission Rules.~~

~~It is the responsibility of the employee to notify the Department of Civil Service of name or address changes. An employee may update recall records, including changes to location or employment type availability, by submitting written notification to the department or autonomous entity from which the RIF occurred.~~

~~4. D. STANDARDS FOR DURATION OF RECALL LIST RECORDS:~~

1. Names will be placed on recall lists for one year from the date of layoff or displacement.
2. At the end of the one-year period, the expiration date for recall lists will be extended for an additional one-year period, upon written request from the employee. At the end of the one-year extension, the expiration date for recall lists will be extended for another one-year period upon written request from the employee. Requests for extensions must be received by the department from which the RIF occurred prior to the expiration date of the recall list. Requests

should be submitted during the month prior to expiration. Requests received after the lists have expired will not be honored.

3. No extensions beyond three years from the RIF action will be granted.

CONTACT PERSON:

Questions ~~or concerns~~ regarding this regulation should be directed to the Bureau of Human Resource Services Bureau Group Leader responsible for providing human resource services to the agency: ~~Charles Green, Jr., (517) 373-3326, George Minerick (517) 373-3065, or Carol Mowitz (517) 373-3040.~~ Department of Civil Service, P. O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 373-3048 or 1-800-788-1766, or MDCS@state.mi.us.

~~This regulation is issued in accordance with Subsections 2-13.5 and 3-3.1 of the *Michigan Civil Service Commission Rules*.~~

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.

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May 25, 2000

ATTACHMENT A

PLACEMENT OF NAMES ON DEPARTMENTAL AND STATEWIDE RECALL LISTS

Example 1

Current Position: Financial Manager 15 (FINANMGR), County 33
Bumped to: Financial Manager 13, County 33

The employee is eligible to be placed on recall lists for ~~classifications~~ the class series in which the employee ~~has satisfactorily completed 1,040 hours of service~~ attained status ~~at the 14 and 15 levels only~~. The employee will have recall rights to 14 and 15 level classifications in all counties in which he/she is interested in working.

Example 2

Current Position: Financial Manager 15 (FINANMGR), County 33
Bumped to: Financial Manager 15, County 82

The employee is eligible to be placed on recall lists for ~~classifications~~ the class series in which the employee ~~has satisfactorily completed 1,040 hours of service~~ attained status ~~at the 15 level~~. The employee will have recall rights to 15 level classifications, County 33 only.

Example 3

Current Position: Financial Manager 15 (FINANMGR), County 33
Bumped to: Financial Manager 13, County 82

The employee is eligible to be placed on recall lists for ~~classifications~~ the class series in which the employee ~~has satisfactorily completed 1,040 hours of service~~ attained status ~~at the 13 level, County 33 only, at the 14 and 15 levels, all counties of interest.~~ The employee will have recall rights to 13 level classifications, County 33 only, and to 14 and 15 level classifications for all counties of interest.

Example 4

Current Position: Financial Manager 15 (FINANMGR), County 33
Bumped to: Departmental Manager 15 (DEPTLMGR), County 33
(as long as the employee has satisfactorily completed 1,040 hours of service attained status in this classification at or above this the Departmental Manager 15 classification level or above.)

The employee is eligible to be placed on the recall lists for the Financial Manager

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~~15 class series, County 33 only.~~ The employee is already at the classification level, pay rate, and county of layoff. The employee will have recall rights to the Financial Manager 15 level classification, County 33 only. The employee will have recall rights to the Financial Manager 15 level classification, County 33 only.

ATTACHMENT B

**REMOVAL OF NAMES FROM RECALL LISTS BECAUSE OF RETURN TO OR
NONINTEREST-LACK OF INTEREST IN EMPLOYMENT**

Example 1

Layoff Classification: Departmental Analyst P11 (DEPTLALT), County 33
Returned to: ~~Departmental Analyst~~Buyer P11 (BUYER), County 82

The employee is eligible to remain on recall lists for all previously determined ~~classifications-class series~~at the P11 level, and at the ~~Departmental Analyst 9 and 10 classifications, County 33 only.~~
The employee will have recall rights to the 9, 10, and P11 level Departmental Analyst classification and any other previously determined P11 level classifications, County 33 only.

Example 2

Layoff Classification: Financial Manager 15 (FINANMGR), County 33
Returned to: Financial Manager 13, County 33

The employee is eligible to remain on recall lists for all previously determined ~~classifications-class series~~at the The employee will have recall rights to 14 and 15 levels ~~classifications~~, all counties of interest.

Example 3

Layoff Classification: Departmental Analyst P11 (DEPTLALT), County 33
Returned to: (A) Accountant 12 (ACCOUNTNT), County 33, or (B) Accountant 12, County 41

- (A) The employee has been appointed to a higher classification level, pay rate, in the same county. The employee's name is removed from all recall lists.
- (B) The employee has been appointed to a higher classification level and pay rate, but to a different county. The employee is eligible to remain on ~~the~~ recall lists for ~~the all~~ previously determined ~~classifications-class series~~at the P11 level, and the ~~Departmental Analyst 9 and 10 classifications, County 33 only.~~ The employee will have recall rights to 9, 10, and P11 Departmental Analyst level classifications and any other previously determined P11 level classification, County 33 only.

Example 4 - Two Reductions in Force (RIF)

RIF #1 4/5/947
Layoff Classification: Departmental Specialist 15 (DEPTLSPL), County 33, Maximum Pay = ~~\$29.33~~\$32.05/hr.

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RIF #2 11/12/928

Layoff Classification: ~~Info. Systems Manager~~ Financial Specialist_14 (FINANCSP), County 23, Maximum Pay = ~~\$26.85~~28.79/hr.

Returned 3/13/9400 to: Departmental Manager 15 (DEPTLMGR), County 23, Maximum Pay = ~~\$29.33~~32.05/hr.

The employee is eligible to remain on recall lists for all previously determined ~~classifications~~ class series ~~at the 15 level, County 33 only.~~ The employee will have recall rights to 15 level classifications, County 33 only. ~~The employee's name is removed from the recall lists for the classifications-class series involved in the second RIF.~~ The employee has been returned to a higher classification level and pay rate, in the same county as the second RIF. The employee remains on all previously determined ~~classifications-class series at the 15 level~~ in order to assist in return to the county of layoff of the first RIF. The employee will have recall rights to 15 level classifications.